

**MISSISSIPPI DEPARTMENT OF HEALTH**

**Certificate of Need (CON) Progress Report**

1. Facility \_\_\_\_\_  
Project Title \_\_\_\_\_  
CON Review # \_\_\_\_\_ CON# \_\_\_\_\_  
Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Capital Expenditure Authorized \$ \_\_\_\_\_  
Progress Report [ ] 6-mo, [ ] 12-mo\*, [ ] other \_\_\_\_\_
2. Present status of Project (New service and/or projects involving construction):
  - a. Date plans approved: \_\_\_\_\_
  - b. Date contract offered for bid: \_\_\_\_\_
  - c. Contract awarded: \_\_\_\_\_
  - d. Date any site preparation is estimated to be complete: \_\_\_\_\_
  - e. Percentage of work completed: \_\_\_\_\_
  - f. Estimated date of completion: \_\_\_\_\_
  - g. Estimated date of any new staff required will be hired: \_\_\_\_\_
  - h. Estimated date any new service will be available to public: \_\_\_\_\_
  - i. Number of procedures performed: \_\_\_\_\_
  - j. Have there been any changes in funding sources? \_\_\_\_\_  
If yes, explain.
3. Present status of project to purchase/lease capital equipment:
  - a. Date contract signed between buyer and vendor: \_\_\_\_\_
  - b. Name of mobile equipment vendor: \_\_\_\_\_
  - c. Registration/serial number of mobile equipment vendor: \_\_\_\_\_
  - d. Date equipment is to be delivered: \_\_\_\_\_
  - e. Date equipment to be placed in service: \_\_\_\_\_
  - f. Have there been any changes in funding sources? \_\_\_\_\_  
If yes, explain.

4. Submit any additional data which will demonstrate the progress of the project or which will highlight problems which may cause delay in completion of the project.
5. Is this your final Progress report?      ☐ yes      ☐ no  
Date Project was complete: \_\_\_\_\_

\*Note: If 12-month report, indicate your compliance with Commencement of Construction or Good Faith Effort Criteria on reverse side; or contact our office for a 6-month extension request format, if needed.

### Documentation

The following documentation shall be required to determine whether construction has been substantially undertaken during a valid CON period and whether the applicant is making a good faith effort to obligate approved expenditures.

#### Commencement of Construction

1. Letter from the director of Health Facilities Licensure and Certification Division of the Department of Health stating that final plans have been submitted and are approved, that the plans were prepared by an architect or architectural firm licensed to do business within the State of Mississippi, and that the site is approved.
2. A copy of a legally binding and obligating written contract executed by and between the applicant and the contractor to construct and to complete the project within a reasonable designated time schedule and to commence such construction within a reasonable designated time period and which states the specific capital expenditure amount which conforms to that amount previously approved.
3. A copy of the contractor's Mississippi license.
4. A copy of the building permit issued by the municipality or other applicable governing authority, or if a building permit is not required, a letter from the municipality, county, or other governing authority stating such.
5. A letter from the municipality, county, or other governing authority that the proposed project is in compliance with zoning regulations, if any, and if no such regulations exist, a letter to that effect.
6. A statement in writing that the proposed construction project, or any preparation thereof, is not in violation of the Coastal Wetlands Protection Act, Section 49-27-1 et seq. of the Mississippi Code of 1972 Annotated, as amended, or in violation of any federal law or regulation pertaining in any manner to construction in a federally designated "wetlands" area.
7. Documentary proof that a progress payment of at least one percent of the total construction cost as set out in the contract has been paid by the applicant to the contractor (This payment exclusive of any site preparation cost).
8. A written statement signed by the applicant and the contractor stating that all site preparation work has been completed.
9. A written statement signed by the applicant and the contractor that actual *bona fide* construction of the proposed project has commenced and the details of such preliminary construction.
10. A copy of the Proceed to Construction Written Order previously given to the contractor.

### Good Faith Effort to Obligate Approved Funds

1. Document capital expenditure made to date.
2. Show evidence that permanent financing has been obtained, if approved capital expenditure has not been obligated.
3. If financing has not been obtained, show fund commitment from lending institution or agency.